

**MORALE, WELFARE & RECREATION DEPARTMENT**  
**JOB OPPORTUNITY**  
**COMPETITIVE VACANCY ANNOUNCEMENT**

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX  
SF-171, OF-612 or RESUME ALONG WITH AN OF-306 TO:  
MORALE, WELFARE & RECREATION DEPARTMENT  
NAVAL SUPPORT ACTIVITY WASHINGTON  
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX  
2770 ENTERPRISE WAY, S.W., SUITE 106  
WASHINGTON, D.C. 20373-5823  
TEL. # (202) 433-0804  
FAX # (202) 433-5045

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**POSITION:** RECREATION AIDE  
NF 0189 - 01  
FLEXIBLE POSITION

**ANNOUNCEMENT #:** 03-002

**SALARY:** \$6.75 HR.

**OPENING DATE:** 06 JAN 2003

**CLOSING DATE:** CONTINUOUS

**LOCATION:** FITNESS CENTER, NAVAL SUPPORT ACTIVITY WASHINGTON

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**AREA OF CONSIDERATION:** All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, D.C.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent will be assigned to a general labor pool and will be designated as needed to work in any of the various job sites in the department. The incumbent may be responsible for a small change fund, securing the facility at close of business, opening the facility at the start of business, working with patrons, and answering questions in general nature about the facilities and programs. Cleans, maintains, and make minor repairs to equipment and facility. Issues and receives sports equipment. Maintains log books, receives reservations for the gym and racquetball courts. Performs general housekeeping duties.

**QUALIFICATIONS:**

Duties require no formal training. Incumbent must be able to use basic hand tools and equipment. Incumbent must be able to use cash registers, count, and make change. Must possess a valid driver's license. Must be able to follow oral and written instructions. Must be neat, well groomed, and able to meet, communicate, and deal with the public.

*"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."*